

DD/S&T# 685-76

Executive Registry

76-0047/2

12 FEB 1976

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Management of Agency Supergrade Positions,  
Ceiling and Personnel

1. Action Requested:

On 4 February 1976 the CIA Management Committee unanimously recommended approval of the proposals contained in paragraph 4 of this memorandum relative to Agency policies and procedures governing the management of supergrade positions, ceiling and personnel. Your approval of these recommendations is requested.

2. Background:

a. The Agency has been under close scrutiny from OMB for the past two years as regards justification to retain our current supergrade allowance. The fact that Agency personnel levels have declined from [ ] in 1969 to approximately [ ] at present while our supergrade allowance has increased from [ ] (including Scientific Pay Scale positions) to [ ] positions) has not escaped OMB's attention. While we have repeatedly emphasized that we view our supergrade requirements as a function of level of responsibility rather than of organizational size, OMB remains skeptical of the need for our present supergrade allowance (i.e., ceiling) of [ ]

b. Prior to FY 1975 the Agency ceiling established by OMB covered only staff personnel. Our supergrade allowance was not specifically associated with our staff ceiling, but we chose to treat it as such and did not charge our contract "supergrade" employees within our supergrade ceiling. The fact that we have a number of contract "supergrade" personnel has never been specifically surfaced to OMB. Now that we have a single ceiling encompassing both staff and contract personnel, it seems likely that we will be expected to count any contract "supergrade" employees within our OMB-authorized supergrade allowance. Therefore, unless specifically required for incumbents of certain positions (inter-Agency representation, etc.), it is important to treat senior contract employees strictly on a pay figure without using language in the contracts or elsewhere which equates specifically to supergrade status.

ILLEGIB

SECRET

Approved For Release 2002/05/02 : CIA-RDP82-00357R000600080008-4

25X9

c. The House Appropriations Committee, during its review of the Agency's 1976 budget, questioned the "very high grade structure with [ ] positions GS-16 and above."

d. Historically, the Agency has never used its full supergrade allowance. Even following the recent promotion exercise, we were still 12 below ceiling (excluding 11 contract "supergrade" employees) as of 31 December 1975.

e. The atmosphere created by the House and Senate Select Committees, coupled with the attention of both OMB and the House Appropriations Committee to our current supergrade situation, not to mention the reduction in Southeast Asia supergrade requirements, suggests that a request to OMB for an increase at this time would not be viewed sympathetically.

25X9

f. Three of the Agency's four Directorates and the Office of the DCI are now requesting additional supergrade positions which cannot be accommodated within the current Agency supergrade ceiling of [ ]. Regardless of the validity of such requirements, the foregoing factors, coupled with the reduction in Southeast Asia supergrade requirements, do not permit the Agency to develop a strong case for an increase in our supergrade authorization at this time.

### 3. Staff Position:

a. The increased attention which is being given from without to the Agency's supergrade situation, in addition to the competition for the limited available ceiling from within, suggests an urgent need to develop a more effective program for the management of supergrade positions, ceiling and personnel. It is equally clear that supergrade allocation is an Agency-wide problem that involves competing demands and requirements as perceived by the various Career Services which, in the aggregate, exceed the present supergrade ceiling and, therefore, involve considerations which transcend individual Directorate interests. This would suggest that the present approach to the problem -- the distribution of the Agency's total authorized supergrade allowances in permanently fixed allocations to the Career Services -- which does not lend itself to solution by any one Directorate -- should be reviewed and possibly abandoned in favor of a new approach involving centralized management and control of ceiling at the Agency level.

b. The Director's internal initiatives in support of the President's appeal for assistance in reducing rising personnel costs must include preservation of the integrity of the position classification function. In carrying out their responsibilities relative to effective position management and manpower utilization, the Deputy Directors should have the benefit of position classification expertise proffered by the Office of Personnel.

Approved For Release 2002/05/02 : CIA-RDP82-00357R000600080008-4

SECRET

**SECRET**

Approved For Release 2002/05/02 : CIA-RDP82-00357R000600080008-4

e. The Office of Personnel (Position Management and Compensation Division) immediately conduct an Agency-wide supergrade position review on the expedite basis and submit its findings to the Agency Supergrade Board. The review will take into account Directorate recommendations, all currently existing supergrade positions, and any additional senior positions which appear to merit supergrade consideration. Findings will include all positions that the Office of Personnel determines to be properly classified at the supergrade level, even though the total number of supergrade positions resulting therefrom and reflected on the official staffing complement may exceed the present OMB supergrade allowance of

DMCD  
ACTION  
multiple

25X9

f. The Agency Supergrade Board will review findings and make recommendations to the Director for his approval of the position grades and the allocation of supergrade allowances for the remainder of FY 1976 and the transition period (i.e., through 30 September 1976). These allocations are to be reviewed in accord with these same procedures and adjusted annually at the beginning of each subsequent fiscal year.

ACTION  
AFTER  
INITIAL  
PMCD  
REVIEW

g. All future requests for additional supergrade ceiling allocations, the establishment of new supergrade positions, or grade adjustments of existing supergrade positions be submitted through the Office of Personnel for classification review by PMCD (with findings completed within 14 days from receipt) to the Agency Supergrade Board for its review and recommendation to the DCI. The Board's recommendations, including any dissenting views, the positions taken by the Director of Personnel and the Comptroller, and the interested Deputy Director's proposal will be forwarded to the Director for decision.

INCCRP  
IN  
REG

h. Responsibility for career management and development of supergrade officers be retained by the four Directorate Career Services and the Senior Executive Career Service Panel of the Office of the DCI.

INCCRP  
IN  
REG

i. All supergrade officers be counted against the Agency supergrade ceiling regardless of the type and/or grade of their position of assignment.

SRB  
PMCD

j. Positions occupied by flag-rank military officers be established as military designated positions and that flag-rank military officers not be charged against supergrade ceiling.

PMCD  
SRB

k.  be amended as appropriate.

REVIEW  
STAPP

25X1A

Carl E. Duckett  
Secretary  
CIA Management Committee

25X1A

Approved For Release 2002/05/02 : CIA-RDP82-00357R000600080008-4

**SECRET**

SECRET

Approved For Release 2002/05/02 : CIA-RDP82-00357R000600080008-4

SUBJECT: Management of Agency Supergrade Positions, Ceiling  
and Personnel

APPROVED

/s/ Vernon A. Walters

25 FEB 1976

Date

DISAPPROVED:

Date

(Signed) F. W. M. Janney

ORIGINATOR:

F. W. M. Janney  
Director of Personnel

10 FEB 1976

Distribution:

Orig - Adse, return to D/Pers

1 - DDCI

1 - HR

1 - Sec, CIA Mgmt Com

1 - DD/A

1 - D/Pers (w/held)

1 - DD/Pers-P&C

25X1A

OP/P&C   1rm (6 Feb 76)

FEB 15 9 30 AM '76

FEB 22 11 10 AM '76

EV

EV

Approved For Release 2002/05/02 : CIA-RDP82-00357R000600080008-4

25X1A

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME ADDRESS	DATE	INITIALS
1			
2			
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<b>Remarks:</b> <i>Mace-</i> <div style="border: 1px solid black; width: 150px; height: 30px; margin: 10px auto;"></div> <i>has modified our draft of the SG req.</i> <i>Pb. take another look etc.</i> <div style="text-align: right; margin-top: 20px;"><i>DM</i></div>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
			<i>11/2/76</i>
UNCLASSIFIED		CONFIDENTIAL	SECRET

25X1A

ILLEGIB

25X1A

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
<b>OFFICIAL ROUTING SLIP</b>					
TO			DATE	INITIALS	
1					
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<b>Remarks:</b> <i>Geni -</i> <i>Pls. look this over</i> <i>&amp; provide any comments,</i> <i>suggestions, etc -</i> <i>LM</i>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

FORM NO. 1-67 **237** Use previous editions

GPO : 1974 O - 535-857

(40)

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
	UNCLASSIFIED	CONFIDENTIAL	SECRET
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Frank		
2			
3			
4	Mary		
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
<b>Remarks:</b>  A first cut at the Supergrade Regulation . . .  Comptroller sits on the Board as "advisor" but doesn't appear elsewhere. He is in the SPS Reg. as controlling reviewing SPS ceiling et al. He did not appear in the previous Supergrade Reg. . . presume corrently left out of this one.? Not sure why in one and not the other. . ceiling is a perk of the DCI in both cases. . . .  Comments? ? ?			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Mary			
	UNCLASSIFIED	CONFIDENTIAL	SECRET

FORM NO. 1-67 **237** Use previous editions

(40)